



## **Braintree Youth Project Charity**

### **Supervision Policy**

#### **Introduction**

This policy sets out the standards and procedures for the supervision of all BYPC paid staff and volunteers. Supervision functions best when there are clearly defined roles and responsibilities. This policy will detail the functions associated with supervision and the roles and shared responsibilities from BYPC and its associated volunteers.

BYPC is committed to providing all staff with supervision and the support required to carry out their responsibilities in supporting children and young people.

#### **Aims of Supervision**

- To ensure support and supervision is delivered consistently.
- To ensure staff and volunteers know what is expected of them.
- To assist volunteers to carry out their roles and responsibilities effectively and efficiently.
- To encourage personal development and learning.
- To safeguard standards of practice.
- To share knowledge and experience.
- To develop positive working practices, including teamwork.

#### **Supervision Defined**

Supervision is a regular meeting held between a supervisor and supervisee in order to meet organisational, professional and personal objectives. Supervision forms part of performance management in the management of an organisation. Supervision also contributes to effective team building and cohesion.

Supervision enables the individual to explore good practice or issues which have been difficult for them; this may result in the individual finding new ways of working or making changes to their practice. Supervision helps volunteers and paid staff where there are no easy answers: this might include ethical issues, complexity of behaviour, difficulty in knowing how to proceed, anger and distress and unlikeable clients.

Formal supervision will be offered to all BYPC paid staff on a regular planned basis, of not fewer than 6 sessions per year. Informal supervision will occur as and when required by volunteers or staff and may consist of face to face or telephone interaction. Those adults considered to be vulnerable will have planned and appropriately regular supervision sessions with identified supervisors.

## **Roles in Supervision**

Supervision is an active process which entails preparation, open and honest discussion and implementation of actions resulting from the supervision process. It is the responsibility of both supervisor and the supervised person to contribute positively to this process.

The supervisor will keep a brief record of supervision; (as a means for organisational audit)

The supervisor will give a copy of this to those supervised as a record of the supervision.

These records should be signed as agreed records at the end of the session. A copy of these records will be held on file by the Company Secretary of BYPC.

### Responsibilities of Supervisor

- Plan a joint agenda with those to be supervised;
- Clarify any information new to individuals;
- Encourage open and honest discussion;
- Ensure confidentiality of any group session;
- Listen, summarise and check out;
- Do what you say you will do;
- Write down record of supervision;
- Help individuals to reflect on their practice, ie what worked well; why it went well and any lessons for the future;
- Hold the session together; keep to time frames and structure;
- Enable all individuals to participate;
- Acknowledge conflict or disagreement in a positive manner.

### Responsibilities of those supervised

- Attend regular sessions at the agreed time and venue;
- Come prepared to participate in supervision;
- Plan a joint agenda with the supervisor before the meeting;
- Openly discuss real issues;
- Do what you say you will do in Supervision;
- In a group session, be aware of other participants' needs: share time equally;
- Acknowledge conflict or disagreement in a positive manner.

**Approved 14/01/2020**